

A-1
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ASSISTANT DIRECTOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides overall direction and guidance to the state's emergency response actions. Visits disaster sites and performs a key role as an interface with the public, governmental officials at all levels and emergency managers. **Except for those items that the Assistant Director chooses to personally perform, the Assistant Director generally delegates the performance of this checklist to a designated Disaster Manager in order to be available to the Governor or perhaps proceed to the disaster location.** Therefore, the disaster manager is the key agent of this checklist.

OVERALL DUTIES:

- **Key decision maker:** Leads the discussion and decision making processes with the Emergency Operation Center (EOC) Executive Section. Documents the basis for and disseminates key emergency response decisions. Provides for the maintenance of a decision log documenting the basis for decisions taken during the emergency. Directs the maintenance of administrative records of EOC operations and state costs incurred during emergencies. Coordinates state emergency responses in support of local governments requiring resources and assistance during an emergency or disaster.
- **Liaison with State Government and the Governor's Office:** Serves as the primary contact for notifying the Military Department's AG, other state agencies, and the Governor's Office of Emergencies. Keeps appropriate state agency directors and the Governor's Office informed of the situation. Facilitates the preparation and promulgation of the Governor's emergency proclamation in coordination with all agencies at the Decision Table. Ensures coordination with other state agency officials to facilitate timely and efficient commitments of state assistance to support local government emergency responses.
- **Coordination with local and neighboring jurisdictions:** Ensures that appropriate liaison is initiated and maintained with: (1) the officials of the affected jurisdictions; (2) the neighboring state emergency management directors; and (3) the neighboring Canadian provinces, as appropriate.
- **Requests for federal assistance:** Serves as the state's primary representative, after the Governor, for requesting federal assistance through Federal Emergency Management Agency (FEMA).

- **Coordination with PIO:** In consultation with the Executive Section and the Public Information Officer, directs that the appropriate emergency public information actions be implemented using the best methods of dissemination. Approves the issuance of press releases, although the press release approval is normally delegated to the Assistant Disaster Manager.
- **Public warning and notification:** In consultation with the Executive Section, identifies the need for and approves statewide warning messages to be disseminated to the public. Approves the method of disseminating such messages, including activation of the Emergency Alert System, if necessary.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions in the Fixed Nuclear Facility (FNF) and US Department of Energy Plans and Procedures and confirm they have been implemented.
- () Designate an Acting Assistant Director (normally the Disaster Manager) to perform the Assistant Director's functions in the event of his/her absence.
- () Immediately announce to the EOC all classification changes and decisions made.
- () Keep the Governor's office informed of all changes in the situation.

2. NOTIFICATION OF AN UNUSUAL EVENT

- () Notify the Governor's Liaison (Governor's Executive Policy Assistant) of the event. (Note: The EOC is not activated at this point and activities are handled by the Duty Officer.)

3. ALERT LEVEL

- () Report for duty at the State EOC. Check in with the Receptionist and the switch board operator at the main entrance to the EOC, inform the Duty Officer or the EOC Supervisor of your presence, and begin a record of your activities during the emergency.

- () Discuss with the Governor's Office the need to send an additional Governor's Office representative to the State EOC.
- () Receive a situation briefing from the EOC Supervisor on the current status of the facility experiencing the emergency, and the current status of the state EOC, the county Emergency Operations Centers (EOCs), the Emergency Operations Facility (EOF), the Joint Information Center (JIC), and key response activities that may have taken place.
- () In consultation with the Executive Section, select the Senior State Official and arrange for his/her departure to the EOF.

4. SITE AREA EMERGENCY

- () Receive a briefing from the EOC Supervisor on the current status of the automatic actions which should have taken place or are in progress.
- () Prepare a proclamation of emergency for the Governor (Note: The Assistant Disaster Manager will organize this effort).
- () Coordinate with the Governor's Office to identify a State Coordinating Officer (SCO) to serve as contact/liaison with the federal government in the EOC (The Programs and Recovery Unit Manager normally will be designated to take this responsibility).

5. GENERAL EMERGENCY

- () Alert the Recovery and Restoration Task Force and arrange for the completion of the Reentry Plan.
- () Assign a state representative to a Federal Response Center (FRC), if one is activated.
- () With the concurrence of the Executive Section and recommendations from the Plans Section Supervisor, approve issuance of any Emergency Alert Service (EAS) messages to be broadcast by the state pertaining to precautionary measures for ingestion Emergency Planning Zones (EPZs) that should be taken, if necessary.
- () In consultation with the Executive Section and recommendations from the Plans Section Supervisor, determine what federal resources, if any, should be requested and initiate the requests (e.g., radiation monitors, field labs, airplane monitors, etc.).

6. FORMULATION OF PROTECTIVE ACTION DECISIONS

Based upon the information and recommendations provided by the Plans Section Supervisor, lead the Executive Section decision making process, ensuring concurrence and understanding in all critical decisions and that the basis for all decisions is documented. Coordinate state agency response efforts during the emergency. Coordinate the decision making process as follows:

Plume Phase

- () Receive Protective Action Recommendations (PARs) from the Recovery Manager at the EOF.
- () Evaluate the PARs in consultation with the affected county(ies) and the Executive Section.
- () Provide concurrence/non-concurrence rationale with the PARs to the affected county(ies).
- () Ensure the state EOC Supervisor coordinates with the affected county EOC(s) and appropriate agencies for implementation of Protective Action Decisions (PADs).
- () Assist counties with the implementation of the PADs, including public information releases, and necessary state actions.

Ingestion Phase

- () Receive the 500 μ R and the 2 μ R dose lines from the Meteorological Unified Dose Assessment Center (MUDAC) at the EOF.
- () Issue concurrence/non-concurrence decisions with the PARs to the EOF and the county(ies) and discuss any disagreements, as needed.
- () With the affected county EOC(s), coordinate the selection of the geopolitical boundaries to define the Relocation Zone and the Food Control Area.
- () Formulate Protective Action Decisions (PADs) in consultation with the Executive Section.
- () Give the PADs to the State EOC Supervisor for coordination with the affected county EOC(s) and for implementation.
- () Ensure the Reentry Plan is prepared.

- () Authorize the affected county(ies) to initiate the initial return of residents who were previously evacuated, but whose homes are clearly located outside the affected area.
- () In consultation with the Executive Section and the affected counties, establish controlled reentry (limited entrance and exit from) the Relocation Zone taking into account the severity of the contamination, the need to reenter, the availability of dosimetry and emergency worker training, and other factors necessary to ensure minimal life safety risks to those allowed to reenter the relocation zone.
- () Monitor the implementation of the PAD's, including public information releases, and necessary state actions (e.g., responding to county requests for resources, embargo of crops or dairy products, etc.).

7. DE-ESCALATION, RECOVERY AND RESTORATION

- () When the emergency classification level is reduced or the emergency is terminated, notify the EOC Supervisor to follow the de-escalation/termination of emergency procedures in accordance with facility specific Plans and Procedures.
- () Activate the Recovery and Restoration Task Force when needed. The EOC Supervisor will ensure that notification of the Task Force members is completed, provide technical and statistical information to the Task Force, and inform the Task Force members of where to report for duty.
- () Oversee the production of a Recovery and Restoration plan by the Task Force in accordance with procedures on Recovery and Restoration.
- () Authorize the affected county(ies) to initiate additional return of residents who were previously evacuated, but whose homes now lie outside the Relocation Zone.
- () Receive a briefing from the EOC Supervisor on the status of the Food Control Area and its Food Access Control Points.
- () Initiate the long-term relocation of residents whose homes lie within the relocation zone and who were not previously evacuated.
- () In consultation with the Executive Section, discuss information dissemination methods and issue follow-up advisories for the consumption of milk, fresh fruits and vegetables, and uncovered water¹ within the exposure control area.

¹ Protective Action Recommendations for drinking water are under development by EPA, per EPA 520, Draft, dated 1/90.

- () Confirm, through the EOC Supervisor, that the affected counties have maintained appropriate control of reentry activities into and out of the Relocation Zone.
- () Ensure that the needs of relocated individuals are addressed including making requests for short-term federal assistance pending action on claims by the appropriate nuclear insurance providers.

FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Plans, Exercise, Education, and Training (PEET) Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Have the Information, Analysis and Plans (IAP) Section run sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, PEET Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Have the IAP Section run most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.

- () Ensure the IAP Section conducts planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

A-2
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **DISASTER MANAGER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Performs the same duties as the Assistant Director in that the Assistant Director normally delegates the actual conduct of the emergency from the State Emergency Operation Center to a designated Disaster Manager. Oversee the direction and control of the state's emergency response actions, lead the executive and policy decision making processes, and provide support to responding local jurisdictions. **Except for those items that the Assistant Director chooses to personally perform, the Assistant Director generally delegates the performance of this checklist to the designated Disaster Manager.**

OVERALL DUTIES:

- **Key decision maker:** Leads the discussion and decision making processes with the Emergency Operation Center (EOC) Executive Section. Documents the basis for and disseminates key emergency response decisions. Provides for the maintenance of a decision log documenting the basis for decisions taken during the emergency. Directs the maintenance of administrative records of EOC operations and state costs incurred during emergencies. Coordinates state emergency responses in support of local governments requiring resources and assistance during an emergency or disaster.
- **Liaison with State Government and the Governor's Office:** Serves as the primary contact for notifying the Military Department Director, other state agencies, and the Governor's Office of emergencies. Keeps appropriate state agency directors and the Governor's Office informed of the situation. Facilitates the preparation and promulgation of the Governor's emergency proclamation in coordination with all agencies at the Decision Table. Ensures coordination with other state agency officials to facilitate timely and efficient commitments of state assistance to support local government emergency responses.
- **Coordination with local and neighboring jurisdictions:** Ensures that appropriate liaison is initiated and maintained with: (1) the officials of the affected jurisdictions; (2) the neighboring state emergency management directors; and (3) the neighboring Canadian provinces, as appropriate.
- **Requests for federal assistance:** Serves as the state's primary representative, after the Governor, for requesting federal assistance through Federal Emergency Management Agency (FEMA).

- **Coordination with PIO:** In consultation with the Executive Section and the Public Information Officer, directs that the appropriate emergency public information actions be implemented using the best methods of dissemination. Approves the issuance of press releases, although the press release approval is normally delegated to the Assistant Disaster Manager.
- **Public warning and notification:** In consultation with the Executive Section, identifies the need for and approves statewide warning messages to be disseminated to the public. Approves the method of disseminating such messages, including activation of the Emergency Alert System, if necessary.

ACTION ITEMS:

- () Report to the State EOC and the Policy room. Ensure the EOC Supervisor and the Switchboard Operator is aware of your arrival and the phone extension you are located at.
- () Request a briefing of the situation from the EOC supervisor for the Executive Section.
- () If appropriate notify and maintain liaison with the Military Department AG, Governor's Office and other selected Agency Directors throughout the emergency.
- () Coordinate response activities with the Supervisor Elected Official (CEO)/Emergency Manager/County Commissioner of the affected agency(ies).
- () Ensure coordination of timely and efficient commitment of state assistance to support local government response.
- () Ensure that a record of decisions made and actions taken by the Executive Section and its individual members are recorded and maintained.
- () As appropriate or requested assign liaison to the affected jurisdictions, states or provinces.
- () Request the Information, Analysis, and Plans (IAP) Section Supervisor accomplish action for a Governor's Emergency Proclamation and if necessary facilitate action for a Presidential Declaration.
- () Ensure coordination with the Public Information Officer for the release of public information.
- () Designate an Assistant Disaster Manager.

- () Ensure that a State Coordinating Officer (SCO) is designated.
- () Coordinate with FEMA Region X, Regional Operations Center (ROC) requests for:
 - () Requesting a Fast Assessment Support Team (FAST).
 - () Activation of the Emergency Response Team Advanced Element (ERT-A).
 - () Designation of a Federal Coordinating Officer (FCO).
 - () Activating the Emergency Response Team (ERT).
 - () Establishing a Disaster Field Office (DFO).
 - () Designating a Defense Coordinating Officer (DCO).
- () In coordination with the Telecommunication Section Supervisor, ensure that public warning and notification has been instituted and will continue if necessary.
- () Ensure the Information, Analysis, and Plans (IAP) Section Supervisor completed a termination Proclamation for the Governor's signature at the completion of the emergency.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions in the Fixed Nuclear Facility (FNF) and US Department of Energy Plans and Procedures and confirm they have been implemented.
- () Designate the Assistant Disaster Manager to perform the Disaster Manager's functions in the event of his/her absence and during the EOC's second shift, if necessary.
- () Announce decisions to the EOC staff.
- () Keep the Governor's office informed of any changes in the situation.

2. NOTIFICATION OF AN UNUSUAL EVENT

- () Notify the Governor's Liaison (Governor's Executive Policy Assistant) of the event. (Note: The EOC is not activated at this point and all activities are handled by the Duty Officer.)

3. ALERT LEVEL

- () Report for duty at the State EOC. Check in with the Receptionist and the switch board operator at the main entrance to the EOC, inform the Duty Officer or the EOC Supervisor of your presence, and begin a record of your activities during the emergency.
- () Discuss with the Governor's Office the need to send a Governor's Office representative to the State EOC.
- () Receive a situation briefing from the EOC Supervisor on the current status of the facility experiencing the emergency, and the current status of the state EOC, the county Emergency Operations Centers (EOCs), the Emergency Operations Facility (EOF), the Joint Information Center (JIC), and key response activities that may have taken place.
- () In consultation with the Executive Section, select the Senior State Official and arrange for his/her departure to the EOF.

4. SITE AREA EMERGENCY

- () Receive a briefing from the EOC Supervisor on the current status of the automatic actions which should have taken place or are in progress.
- () Prepare a proclamation of emergency for the Governor (Note: the Assistant Disaster Manager will organize this effort) with the IAP Section Supervisor.
- () Coordinate with the Governor's Office to identify a State Coordinating Officer (SCO) to serve as contact/liaison with the federal government in the EOC. The Programs and Recovery Unit Manager normally will be designated to take this responsibility).

5. GENERAL EMERGENCY

- () Alert the Recovery and Restoration Task Force and arrange for the completion of the Reentry Plan.
- () Assign a state representative to a Federal Response Center (FRC), if one is activated.

- () With the concurrence of the Executive Section and recommendations from the IAP Section Supervisor, approve issuance of any Emergency Alert Service (EAS) messages to be broadcast by the state pertaining to precautionary measures for ingestion Emergency Planning Zones (EPZs) that should be taken, if necessary.
- () In consultation with the Executive Section and recommendations from the IAP Section Supervisor, determine what federal resources, if any, should be requested and initiate the requests (e.g., radiation monitors, field labs, airplane monitors, etc.).

6. FORMULATION OF PROTECTIVE ACTION DECISIONS

Based upon the information and recommendations provided by the Plans Section Supervisor, lead the Executive Section decision making process, ensuring concurrence and understanding in all critical decisions and that the basis for all decisions is documented. Coordinate state agency response efforts during the emergency. Coordinate the decision making process as follows:

Plume Phase

- () Receive Protective Action Recommendations (PARs) from the Recovery Manager at the EOF.
- () Evaluate the PARs in consultation with the affected county(ies) and the Executive Section.
- () Provide concurrence/non-concurrence rationale with the PARs to the affected county(ies).
- () Ensure the state EOC Supervisor coordinates with the affected county EOC(s) and appropriate agencies for implementation of Protective Action Decisions (PADs).
- () Assist counties with the implementation of the PADs, including public information releases, and necessary state actions (e.g., KI issuance, responding to county requests for resources, etc.).

Ingestion Phase

- () Receive the 500 μ R and the 2 μ R dose lines from the Meteorological Unified Dose Assessment Center (MUDAC) at the EOF.
- () Issue concurrence/non-concurrence decisions with the PARs to the EOF and the county(ies) and discuss any disagreements, as needed.

- () With the affected county EOC(s), coordinate the selection of the geopolitical boundaries to define the Relocation Zone and the Food Control Area.
- () Formulate Protective Action Decisions (PADs) in consultation with the Executive Section.
- () Give the PADs to the State EOC Supervisor for coordination with the affected county EOC(s) and for implementation.
- () Ensure that the Reentry Plan is prepared.
- () Authorize the affected county(ies) to initiate the initial return of residents who were previously evacuated, but whose homes are clearly located outside the affected area.
- () In consultation with the Executive Section and the affected counties, establish controlled reentry (limited entrance and exit from) the Relocation Zone taking into account the severity of the contamination, the need to reenter, the availability of dosimetry and emergency worker training, and other factors necessary to ensure minimal life safety risks to those allowed to reenter the relocation zone.
- () Monitor the implementation of the PAD's, including public information releases, and necessary state actions (e.g., responding to county requests for resources, embargo of crops or dairy products, etc.).

7. DE-ESCALATION, RECOVERY AND RESTORATION

- () When the emergency classification level is reduced or the emergency is terminated, notify the EOC Supervisor to follow the de-escalation/termination of emergency procedures in accordance with facility specific Plans and Procedures.
- () Activate the Recovery and Restoration Task Force when needed. The EOC Supervisor will ensure that notification of the Task Force members is completed, provide technical and statistical information to the Task Force, and inform the Task Force members of where to report for duty.
- () Oversee the production of a Recovery and Restoration plan by the Task Force in accordance with Procedures on Recovery and Restoration.
- () Authorize the affected county(ies) to initiate additional return of residents who were previously evacuated, but whose homes now lie outside the Relocation Zone.

- () Receive a briefing from the EOC Supervisor on the status of the Food Control Area and its Food Access Control Points.
- () Initiate the long-term relocation of residents whose homes lie within the relocation zone and who were not previously evacuated.
- () In consultation with the Executive Section, discuss information dissemination methods and issue follow-up advisories for the consumption of milk, fresh fruits and vegetables, and uncovered water² within the exposure control area.
- () Confirm, through the EOC Supervisor, that the affected counties have maintained appropriate control of reentry activities into and out of the Relocation Zone.
- () Ensure that the needs of relocated individuals are addressed including making requests for short-term federal assistance pending action on claims by the appropriate nuclear insurance providers.

FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Programs and Recovery Unit manager, Plans, Exercise, Education and Training (PEET) Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Have the Information, Analysis, and Plans (IAP) Section run sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Programs and Recovery Unit Manager, PEET Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).

² Protective Action Recommendations for drinking water are under development by EPA, per EPA 520, Draft, dated 1/90.

- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Have the IAP Section run most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Ensure the IAP Section conducts planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

A-3
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ASSISTANT DISASTER MANAGER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The Assistant Disaster Manager performs as a back-up and assistant to the Disaster Manager. The Assistant Disaster Manager must be prepared to become the Disaster Manager as needed. **Except for those items that the Assistant Director chooses to personally perform, the Assistant Director generally delegates the performance of the Assistant Director's checklist to the designated Disaster Manager in order to be available to the Governor or perhaps proceed to the disaster location.**

OVERALL DUTIES:

- **Key assistant to the decision maker:** Assists the Disaster Manager in the performance of his/her duties. Documents the basis for and disseminates key emergency response decisions. Provides for the maintenance of a decision log documenting the basis for decisions taken during the emergency. Maintains administrative records of EOC operations and state costs incurred during emergencies.
- **Coordination with local and neighboring jurisdictions:** Assists the Disaster Manager to ensure that appropriate liaison is initiated and maintained with: (1) the officials of the affected jurisdictions; (2) the neighboring state emergency management directors; and (3) the neighboring Canadian provinces, as appropriate.

- **Coordination with PIO:** In consultation with the Executive Section and the Public Information Officer, directs that the appropriate emergency public information actions be implemented using the best methods of dissemination. Approves the issuance of press releases.
- **Public warning and notification:** To the extent delegated by the Disaster Manager and in consultation with the Executive Section, identifies the need for and approves statewide warning messages to be disseminated to the public. Approves the method of disseminating such messages, including activation of the Emergency Alert System (EAS), if necessary.

ACTION ITEMS:

- () Reports to the State Emergency Operations Center (EOC) and the Policy room. Ensure the Disaster Manager and the Switchboard Operator is aware of your arrival and the phone extension you are located at.
- () Assist the Disaster Manager in accomplishing his/her duties and action items.
- () Ensure logs are accomplished and retained on the incident for the Executive Section.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

ALL ACTIVITIES LISTED BEYOND THIS POINT ARE PRIMARILY DUTIES OF THE DISASTER MANAGER. IT IS THE RESPONSIBILITY OF THE ASSISTANT DISASTER MANAGER TO BACK-UP THE DISASTER MANAGER IN ALL OF HIS/HER RESPONSIBILITIES.

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions in the Fixed Nuclear Facility (FNF) and US Department of Energy Plans and Procedures and confirm they have been implemented.
- () Designate an Acting Assistant Director (normally the Disaster Manager) to perform the Assistant Director's functions in the event of his/her absence and during the EOC's second shift, if necessary.
- () Immediately announce to the EOC all classification changes and decisions made.
- () Previews all incoming correspondence to the Executive Section and alerts members to significant information.

2. NOTIFICATION OF AN UNUSUAL EVENT

- () Notify the Governor's Liaison (Governor's Executive Policy Assistant) of the event. (Note: The EOC is not activated at this point and activities are handled by the Duty Officer.)

3. ALERT LEVEL

- () Report for duty at the State EOC. Check in with the Receptionist and the switch board operator at the main entrance to the EOC, inform the Duty Officer or the EOC Supervisor of your presence, and begin a record of your activities during the emergency.
- () Discuss with the Governor's Office the need to send an additional Governor's Office representative to the State EOC.
- () Receive a situation briefing from the EOC Supervisor on the current status of the facility experiencing the emergency, and the current status of the state EOC, the county Emergency Operations Centers (EOCs), the Emergency Operations Facility (EOF), the Joint Information Center (JIC), and key response activities that may have taken place.
- () In consultation with the Executive Section, select the Senior State Official and arrange for his/her departure to the EOF.

4. SITE AREA EMERGENCY

- () Receive a briefing from the EOC Supervisor on the current status of the automatic actions which should have taken place or are in progress.
- () In coordination with the Information, Analysis, and Plans (IAP) Section Supervisor, prepare a proclamation of emergency for the Governor.
- () Coordinate with the Governor's Office to identify a State Coordinating Officer (SCO) to serve as contact/liaison with the federal government in the EOC

5. GENERAL EMERGENCY

- () Alert the Recovery and Restoration Task Force and arrange for the completion of the Reentry Plan.
- () Assign a state representative to a Federal Response Center (FRC), if one is activated.
- () With the concurrence of the Executive Section and recommendations from the IAP Section Supervisor, approve issuance of any Emergency Alert Service (EAS) messages to be broadcast by the state pertaining to precautionary measures for ingestion Emergency Planning Zones (EPZs) that should be taken, if necessary.
- () In consultation with the Executive Section and recommendations from the IAP Section Supervisor, determine what federal resources, if any, should be requested and initiate the requests (e.g., radiation monitors, field labs, airplane monitors, etc.).

6. FORMULATION OF PROTECTIVE ACTION DECISIONS

Based upon the information and recommendations provided by the IAP Section Supervisor, lead the Executive Section decision making process, ensuring concurrence and understanding in all critical decisions and that the basis for all decisions is documented. Coordinate state agency response efforts during the emergency. Coordinate the decision making process as follows:

Plume Phase

- () Receive Protective Action Recommendations (PARs) from the Recovery Manager at the EOF.
- () Evaluate the PARs in consultation with the affected county(ies) and the Executive Section.
- () Provide concurrence/non-concurrence rationale with the PARs to the affected county(ies).
- () Ensure the state EOC Supervisor coordinates with the affected county EOC(s) and appropriate agencies for implementation of pads.
- () Assist counties with the implementation of the PADS, including public information releases, and necessary state actions.

Ingestion Phase

- () Receive the 500 μ R and the 2 μ R dose lines from the Meteorological Unified Dose Assessment Center (MUDAC) at the EOF.
- () Issue concurrence/non-concurrence decisions with the PARs to the EOF and the county(ies) and discuss any disagreements, as needed.
- () With the affected county EOC(s), coordinate the selection of the geopolitical boundaries to define the Relocation Zone and the Food Control Area.
- () Formulate Protective Action Decisions (PADS) in consultation with the Executive Section.
- () Give the PADS to the State EOC Supervisor for coordination with the affected county EOC(s) and for implementation.
- () Authorize the affected county(ies) to initiate the initial return of residents who were previously evacuated, but whose homes are clearly located outside the affected area.

- () In consultation with the Executive Section and the affected counties, establish controlled reentry (limited entrance and exit from) the Relocation Zone taking into account the severity of the contamination, the need to reenter, the availability of dosimetry and emergency worker training, and other factors necessary to ensure minimal life safety risks to those allowed to reenter the relocation zone.
- () Monitor the implementation of the PAD's, and approve public information releases, and necessary state actions (e.g., responding to county requests for resources, embargo of crops or dairy products, etc.).

7. DE-ESCALATION, RECOVERY AND RESTORATION

- () When the emergency classification level is reduced or the emergency is terminated, notify the EOC Supervisor to follow the de-escalation/termination of emergency procedures in accordance with facility specific Plans and Procedures.
- () Prepare the Reentry Plan. Activate the Recovery and Restoration Task Force when needed. The EOC Supervisor will ensure that notification of the Task Force members is completed, provide technical and statistical information to the Task Force, and inform the Task Force members of where to report for duty.
- () Oversee the production of a Recovery and Restoration plan by the Task Force in accordance with Procedure 10.12, Recovery and Restoration.
- () Authorize the affected county(ies) to initiate additional return of residents who were previously evacuated, but whose homes now lie outside the Relocation Zone.
- () Receive a briefing from the EOC Supervisor on the status of the Food Control Area and its Food Access Control Points.
- () Initiate the long-term relocation of residents whose homes lie within the relocation zone and who were not previously evacuated.
- () In consultation with the Executive Section, discuss information dissemination methods and issue follow-up advisories for the consumption of milk, fresh fruits and vegetables, and uncovered water³ within the exposure control area.
- () Confirm, through the EOC Supervisor, that the affected counties have maintained appropriate control of reentry activities into and out of the Relocation Zone.
- () Ensure that the needs of relocated individuals are addressed including making requests for short-term federal assistance pending action on claims by the appropriate nuclear insurance providers.

³ Protective Action Recommendations for drinking water are under development by EPA, per EPA 520, Draft, dated 1/90.

FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Have the IAP Section run sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Consult with the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and decide an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Have the IAP Section run most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Ensure the IAP Section conducts planning to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

A-4
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: AA TO EXECUTIVE SECTION

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the Executive Section.

- Provides typing and computer operator support
- Operates the Policy Room Audio/Visual System.
- Assists in producing documents, collating, making copies and distributing.
- Maintains "LOG" for the Executive Section
- Maintains telephone tracking when section staff are too busy to take calls.

ACTION ITEMS:

- () Report to the State EOC and the Disaster Manager. Sign in with the Administration Section and provide switchboard your extension number.
- () Ensure that the Executive Section's EOC "checklists" with paper and pencils are laid in position on the executive room table.
- () Maintain a "log" of significant events.
- () Periodically ensure a supply of support items (pens, pencils, staplers, tablets, etc.) is immediately available in the room. Replacements are in the copy room.
- () Ensure that only erasable markers are used on maps and electronic print boards.
- () Report any facility problems with heating, air-conditioning or electronic print board to the "Facility Management Section" supervisor and any of the Audio/Visual, computer or communications problems to the "Telecommunications Section" supervisor.
- () Brief the oncoming relief.
- () At the termination of the activation clean and secure the area (files saved, checklist in cabinet etc.)

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **EMERGENCY OPERATION CENTER SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for overseeing the general Emergency Operation Center (EOC) activity to ensure appropriate response to an event. Ensure that necessary EOC functions are properly delegated, coordination between EOC sections is maintained and that all personnel are kept apprised of the current situation.

OVERALL DUTIES:

- Ensure that the EOC sections coordinate their efforts and provide support for one another.
- Keep the Communications Supervisor apprised of the EOC's communications needs based on EOC activity levels and the projected, as well as current, emergency situation.
- Provide input to the Washington Emergency Information Center (WEIC)/Public Information Officer (PIO) about EOC/state activities.
- Ensure timely responses or actions to critical messages and requests for information or assistance.
- Coordinate with the Administration Section Supervisor to ensure that adequate EOC staffing and resources are available for current and projected emergency response needs.
- Be prepared to assist any untrained personnel.

ACTION ITEMS:

- () Oversee activation of the EOC, as assisted by the Duty Officer and SOP G-6 (personnel recall and EOC staffing).
- () Report to the EMD Assistant Director and the Disaster Manager when the EOC is "Activated".
- () Report to the EMD Assistant Director and Disaster Manager when EOC is "Functional".

- () Delegate appropriate tasks to the section Supervisors. Ensure that the appropriate section Supervisors are taking actions on the details of the EOC operations, and that the Executive Section **is not** burdened with the details of the EOC operations.
- () Conduct functional briefings or updates approximately every 60 minutes, or as necessary.
- () Delegate the Assistant EOC Supervisor to prepare, a chronological shift change briefing. The shift change schedule and chronological briefings will be coordinated with all Section Supervisors, the Disaster Manager, and other agencies operating in support of the emergency response.
- () If untrained personnel are sent to the EOC to assist, be prepared to make assignments based on general job experience, capabilities, work background, and provide on-the-job training under supervision, or place them in a staging area until a need arises. Work with the Section Supervisors in arranging the necessary training and assignments.
- () Maintain an individual log of EOC activities.
- () Dispatch liaisons to affected jurisdictions.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

1. ALL CLASSIFICATION LEVELS

- () Review automatic actions to ensure they are accomplished.
- () Keep the EOC staff informed of major actions (e.g., changes in the classification of the emergency, activation of local EOCs, local declaration of emergency, etc.) and ensure that the various EOC sections post their status board and maps as soon as new information is received.
- () Keep the affected county EOC(s), state EOC personnel and the Communications Supervisor apprised of changes in emergency classification levels. Ensure that changes in the emergency classification levels are posted to the appropriate status boards and announced to the EOC immediately.
- () Activities at Notification of an Unusual Event are handled by the Duty Officer.

2. ALERT LEVEL

- () Announce the classification change to the EOC and ensure that the appropriate status boards are updated.
- () Log the time and date of the classification change on:
 - a. your Individual log;
 - b. and ensure that the Light Scrolling Panel is updated.
- () Ensure that the Operations Section Supervisor initiates a NAWAS message for the classification change.

3. SITE AREA EMERGENCY

- () Announce the classification change to the EOC and ensure that the appropriate status boards or computer displays are updated.
- () Log the time and date of the classification change on:
 - a. your Individual log;
 - b. and ensure that the Light Scrolling Panel is updated.
- () Ensure that the Operations Section Supervisor initiates a NAWAS message for the classification change.
- () Assist the Disaster Manager and the WEIC Manager in preparing the Governor's Proclamation of Emergency for approval.
- () Direct the EOC Assistant Supervisor to prepare and give EOC briefings in coordination with the Executive Section and other agencies responding to the emergency.

4. GENERAL EMERGENCY

- () Announce the classification change to the EOC and ensure that the appropriate status boards and computer displays are updated.
- () Log the time and date of the classification change on:
 - a. your Individual log;
 - b. and ensure that the Light Scrolling Panel is updated.
- () Ensure that the Operations Section Supervisor initiates a NAWAS message for the classification change.
- () Direct the EOC Assistant Supervisor to prepare and give EOC briefings in coordination the Executive Section and other agencies responding to the emergency.

- () Assist with preparation of the Reentry Plan. Coordinate with the EOC Section Supervisors to identify the initial emergency issues for consideration by the Recovery and Restoration Task Force (R/RTF) (e.g., who goes in, who stays out, etc.).

5. DE-ESCALATION, RECOVERY AND RESTORATION

- () Assist the Disaster Manager in notifying the Recovery and Restoration Task Force to be available as needed. In coordination with the Administration Section Supervisor, determine the meeting time and location, and advise the Task Force members of this information.
- () Assist in the preparation of the Recovery and Restoration plans.
- () Ensure that the EOC staff supports the Reentry and Recovery and Restoration planning process.
- () Arrange for final documentation of actions taken by the EOC during the emergency, the collection and filing of reports, and the debriefings of the EOC staff.

FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Coordinate with the Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and the Assistant Director to decide upon an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Support the Plans Section in their effort to run the most likely sample scenarios based upon available meteorological data.

3. POST ONLY EMERGENCY

- () Coordinate with the Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager and the Assistant Director to decide upon an appropriate level of EOC activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).

- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Support the IAP Section in their effort to run the most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Support the Plans Section planning effort to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **ASSISTANT EMERGENCY OPERATION CENTER SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for assisting the Emergency Operation Center (EOC) Supervisor with overseeing the general Operation activity to ensure an appropriate response to an event. Ensure that necessary EOC functions are properly delegated, coordination between EOC sections is maintained, and that all personnel are kept apprised of the current situation.

OVERALL DUTIES:

Assist the Operation Supervisor with:

- Overseeing the activation of the EOC, in accordance with the Operation Activation Checklist.
- Ensure that all EOC sections maintain coordination of their efforts and frequently inform the EOC Supervisor of the actions being taken by members of their sections.
- Keep the Communications Supervisor apprised of communications needs based on the Operation current or anticipated activity level.
- Delegate tasks to the appropriate section Supervisors, record such delegation, and follow up on each task to ensure that they are completed.
- Periodically update the EOC staff and the executive section. Ensure that the various status boards, Audio/Visual Displays, and maps are updated as new information is received or changes of status occur. Major occurrences, such as a change to an Fixed Nuclear Facility (FNF) classification condition (i.e. from Alert to Site Area Emergency) will be posted and announced to all EOC and Executive Section Staff as they are reported.
- Provide input to Washington Emergency Information Center (WEIC)/Public Information Officer (PIO) about EOC/state activities.
- Maintain an individual log of EOC activities.

- Ensure that timely responses or actions to critical messages and requests for information or assistance are accomplished. Report all such actions to the EOC Supervisor and ensure that the appropriate status boards and/or maps and Audio/Visual Displays are updated. When appropriate, and in the absence of the EOC Supervisor, inform the Executive Section of major actions taken or critical messages received.
- Work with the Administration Section Supervisor to ensure that adequate resources are available, as needed.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with the Receptionist and the switch board operator at the main entrance to the EOC.

IN ADDITION TO GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

**FOR FIXED NUCLEAR AND
US DEPARTMENT OF ENERGY FACILITIES**

Be prepared to assume the duties of the EOC Supervisor in his/her absence and assist the EOC Supervisor with the following duties, as needed:

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are accomplished.
- () For Notification of Unusual Events, activities are handled by the Emergency Management Division Duty Officer.

2. ALERT LEVEL

- () Announce classification changes to EOC and ensure that the appropriate status boards are changed immediately.
- () Log time and date of classification change on:
 - a. Individual log
 - b. emergency classification chart

3. SITE AREA EMERGENCY

- () Announce classification changes to Executive Section and EOC staff immediately.
- () Immediately log the time and date of a classification change on:

- a. your individual log;
 - b. emergency classification chart.
- () Prepare EOC briefings at the direction of the EOC Supervisor.
 - () In the absence of the EOC Supervisor, assist the EMD Assistant Disaster Manager, the WEIC Manager, and the IAP Section in preparing the Governor's Proclamation of Emergency for approval.

4. GENERAL EMERGENCY

- () Announce the classification changes to EOC and Executive Section Staff immediately.
- () Immediately log the time and date of the classification change on:
 - a. your Individual log;
 - b. Emergency Classification Chart.
- () Prepare EOC briefings at the direction of the EOC Supervisor.
- () Assist the Disaster Manager in notifying the Recovery/Restoration Task Force to be available. Determine the meeting time and location.
- () Work with the EOC section Supervisors to identify initial emergency issues for consideration by the Recovery/Restoration Task Force (R/RTF) (e.g., who goes in, who stays out, etc.).

DE-ESCALATION, REENTRY AND RECOVERY/RESTORATION

- () Assist in preparation of the Reentry plan.
- () Ensure that the EOC staff supports the Reentry plan and the Recovery/Restoration planning effort.
- () Arrange for final documentation of the emergency, submission of reports, and debriefings.

FOR THE CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM

1. NON-SURETY EVENT

Activities at this level are handled by the Emergency Management Division Duty Officer.

2. LIMITED AREA EMERGENCY

- () Standby while the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Program and Recovery Unit Manager, and the Assistant Director decide upon an appropriate level of Operation activation based upon the type of information received from the Umatilla Depot Activity.
- () Be prepared to change the level of EOC Activation.
- () Support the IAP Section in their effort to run the most likely sample scenarios based upon available meteorological data.
- () Immediately log the time and date of a classification change on:
 - a. your individual log;
 - b. emergency classification chart

3. POST ONLY EMERGENCY

- () Standby while the EOC Supervisor, Operations Unit Manager, Plans Unit Manager, Programs and Recovery Unit Manager, and the Assistant Director decide upon an appropriate level of Operation activation based upon the type of information received from the Umatilla Depot Activity and the activation status of the Benton County Emergency Operations Center (EOC).
- () Be prepared to increase the level of EOC Activation based upon actions by Benton County.
- () Support the IAP Section in their effort to run the most likely scenarios based upon available meteorological and event data.
- () Be prepared to support Benton County actions.
- () Immediately log the time and date of a classification change on :
 - a. your individual log
 - b. emergency classification chart

4. COMMUNITY EMERGENCY

- () Be prepared to support Benton County Protective Action Decisions.
- () Support the IAP Section planning effort to provide the Executive Section with recommendations on actions to be taken after initial Protective Action Decisions have been completed and implemented.
- () Immediately log the time and date of a classification change on:
 - a. your log sheet
 - b. emergency classification chart

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: STATE REPRESENTATIVE TO THE AFFECTED JURISDICTION(S)

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving as the on-site representative from the Emergency Management Division at the affected jurisdiction(s). Responsible for one or more of the following:

- Supporting the local officials or the local emergency management director, as requested or needed by the local jurisdiction, including facilitating supplemental resources or assistance from the state Emergency Operation Center (EOC).
- Serving as the "eyes and ears" of the state, gathering information, and situation status reports and relaying this information to the state EOC.
- Providing field or command post support to the lead state response agency when another state agency has primary responsibility (e.g., Department of Ecology for oil spills, Department of Natural Resources for wildfires).

ACTION ITEMS:

Prior to leaving the state EOC:

- () Coordinate with the Operations Section Supervisor to arrange for transportation, lodging, and meals, as needed.
- () Obtain a thorough briefing from the EOC Supervisor, including which of the above roles you are being asked to fulfill (see General Description, above), the current status of the event, who is in charge at the local jurisdiction or EOC or Field Command Post to which you are assigned, and who to report to.
- () Check out one of the fly-a-way kits from the Duty Officer. Review the inventory list in the kit against its' contents to ensure that all necessary items are included.
- () Complete or obtain copies of necessary paperwork that may not be in the fly-a-way kit, such as time sheets, travel expense vouchers, or credit cards for rental cars, gas, meals and lodging. Request copies of the incident logs to familiarize yourself with the event in progress.

- () Work with the EOC Supervisor to determine anticipated length of stay (according to the staffing pattern). Work with your supervisor regarding any assignments that need to be given to another person for follow up while you are gone, needs of family members and others, method and times for calling into the state EOC, and other support you will need (staffing, supplies, equipment, money, etc.).
- () Assess needs for personal items: ID badge, calendar, cash, credit cards, regular work that can be done during "slow" times, warm and protective clothing (e.g., boots, rain slicker, hard hat, sleeping bag, survival gear, pager, etc.)

Upon Arrival:

- () Report to pre-designated location (i.e., the county EOC, field Incident Command Post). Report your arrival to whomever is in charge, the local emergency management director and the State EOC Supervisor.
- () If applicable, obtain briefing from EMD staff person you are replacing or relieving.
- () Set up and maintain an individual log of activities and/or actions taken during the emergency.
- () In coordination with the local emergency management director or incident commander, establish the respective roles of the local jurisdiction, state and federal staff represented in the EOC or command post and their relationship to each other.
- () Determine if there is a schedule for briefings and their purpose. If a daily briefing is not scheduled, encourage the local emergency management director or incident commander to include at least one in the schedule of events. Attend all scheduled briefings.
- () Observe and determine if the following have been established. If they have not been, make an assessment as to whether or not they are necessary. Should you determine that they have not been established and it is important to do so, offer your assistance to the local emergency management director or incident commander to make it happen.
 - () Security system for command post/Joint Information Center (JIC)/local emergency Operations Center (EOC)
 - () Communications systems (phones, radios, etc.) for communications between field staff and between field staff and other agencies (request assistance through the state EOC from Communications staff).
 - () Central message board

- () Key telephone number listing board
- () Area for privileged communications
- () Safety measures, such as secure landing area for aircraft, and mitigation/prevention of other safety hazards. Consider designating someone to act as safety officer.
- () Need for legislative liaison and other VIP's
- () System for keeping track of all state-owned equipment and ensuring its return following termination of the event.
- () Establish, in coordination with the state EOC Supervisor and the IAP Section Supervisor, a regular schedule for exchanging information between you and the state EOC.
- () Observe the local jurisdiction, state, and federal staff activities. When deficiencies are noted, assist the responsible individual to make the necessary changes.

Prior to Departure from the County EOC or Command Post:

- () Inventory the fly-a-way kit. Ensure that all equipment is accounted for.
- () Notify local EOC manager or supervisor prior to your departure.
- () Notify the state EOC or the Assistant Director of your departure.
- () If applicable, brief the EMD staff person who is replacing or relieving you.

Upon Return to the State EOC:

- () Refuel the agency vehicle, if one was used.
- () Check in with the state EOC Supervisor to notify him of your return and brief the EOC Supervisor on your activities at the county EOC or command post.
- () Check in the fly-a-way kit after replenishing any supplies that were used.
- () Turn any necessary administrative paperwork in to the Administration Section Supervisor or EOC Supervisor.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

ALL HAZARDS

1. ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are carried out.
- () Update the state EOC and Executive Section Staff on the status of:
 - () Evacuation
 - () Assistance Centers/Sheltering
 - () Agriculture activities
 - () Need for resources or assistance
 - () Emergency Alert System (EAS) messages
- () Monitor plume county EAS messages (for radiological or chemical hazards) from the local EOC and confirm their adherence to written/intended content with the state EOC.
 - a. Obtain a hard copy of all EAS message(s) before they are broadcast, if possible.
 - b. Obtain a tone-activated radio from the plume county EOC (CGS) or monitor the EAS messages over a portable (battery) radio.
 - c. Ensure that agricultural information (if needed) is included in the EAS message(s).
 - d. Monitor and if possible tape record all EAS message(s).
 - e. Call the state EOC Operations Section Supervisor immediately after monitoring EAS broadcasts and brief him/her on its accuracy.
 - f. Send a hard copy to the state EOC Operations Section Supervisor via FAX or email.
 - g. Have the county EOC correct the local EAS message(s) if their content is incorrect, and broadcast the message again.
- () Monitor EAS messages for all disaster situations. Assist the local jurisdictions by providing accurate emergency information and keep the state EOC informed of local jurisdiction activities.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: STATE LIAISON TO OTHER STATES/PROVINCES

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving as the on-site representative from the State of Washington at the affected State or Province. Responsible for one or more of the following:

- Serving primarily as the "eyes and ears" for the state of Washington, gathering information, and situation status reports and relaying this information to the state Emergency Operation Center (EOC).
- Supporting the officials, as requested or needed by the jurisdiction, including facilitating supplemental resources from the state of Washington coordinated through the Washington State Emergency Operations Center.

ACTION ITEMS:

Prior to leaving the state EOC:

- () Coordinate with the Operations Section Supervisor to arrange for transportation and lodging, as needed.
- () Obtain a thorough briefing from the Disaster Manager or the EOC Supervisor, including which of the above roles you are being asked to fulfill (see General Description, above), the current status of the event, who is in charge at the or EOC or Incident Command Post to which you are assigned, and who to report to.
- () Check out one of the fly-a-way kits located in the Duty Room of the EOC. Review the inventory list in the kit against its' contents to ensure that all necessary items are included.
- () Complete or obtain copies of necessary paperwork that may not be in the fly-a-way kit, such as time sheets, travel expense vouchers, or credit cards for rental cars, gas, meals and lodging. Request copies of the incident logs and/or maps to familiarize yourself with the event in progress.
- () Work with the EOC Supervisor to determine anticipated length of stay (according to the staffing pattern). Work with your Supervisor regarding any needs of family members and others, method and times for calling into the state EOC, and other support you will need (staffing, supplies, equipment, money, etc.).

- () Assess needs for personal items: ID badge, calendar, cash, credit cards, warm and protective clothing (e.g., boots, rain slicker, hard hat, sleeping bag, survival gear, pager, etc.)

Upon Arrival:

- () Report to pre-designated location (i.e., the State or Province EOC or Incident Command Post). Report your arrival to whomever is in charge.
- () If applicable, obtain briefing from person you are replacing or relieving.
- () Set up and maintain an individual log of activities and/or actions taken during the emergency.
- () In coordination with the Emergency Management Director or Incident Commander, establish the respective roles of the local jurisdiction, state and federal staff represented in the EOC or Incident Command Post and their relationship to each other.
- () Determine if there is a schedule for briefings and their purpose. If a daily briefing is not scheduled, encourage the Emergency Management Director or Incident Commander to include at least one in the schedule of events. Attend all scheduled briefings.
- () Observe and determine if the following have been established. If they have not been, make an assessment as to whether or not they are necessary. Should you determine that they have not been established and it is important to do so, offer your assistance to the Emergency Management Director or Incident Commander to make it happen.
 - a. Security system for command post/Joint Information Center (JIC)/local Emergency Operations Center (EOC)
 - b. Communications systems (phones, radios, etc.) for communications between field staff, and between field staff and other agencies (request assistance through the state EOC from Communications Section Supervisor).
 - c. Central message board
 - d. Key telephone number listing board
 - e. Area for privileged communications
 - f. Safety measures, such as secure landing area for aircraft, and mitigation/prevention of other safety hazards. Consider designating someone to act as safety officer.
 - g. Need for legislative liaison and other VIP's
 - h. System for keeping track of all state-owned equipment and ensuring its return following termination of the event.

- () Establish, in coordination with the Washington state EOC Supervisor and IAP Section Supervisor, a regular schedule for exchanging information between you and the state EOC.
- () Observe the local jurisdiction, state, and federal staff activities. When deficiencies are noted, assist the responsible individual to make the necessary changes.

Prior to Departure from the state/province EOC or Command Post:

- () Inventory the fly-a-way kit. Ensure that all equipment is accounted for.
- () Notify Local EOC manager or supervisor prior to your departure.
- () Notify the Washington state EOC Supervisor or the Disaster Manager of your departure.
- () If applicable, brief the person who is replacing or relieving you.

Upon Return to the Washington State EOC:

- () Refuel the agency vehicle, if one was used.
- () Check in with the state EOC to notify them of your return, and brief the Disaster Manager and the EOC Supervisor on your activities at the EOC/EOC or command post.
- () Check in the fly-a-way kit after replenishing any supplies that were used.
- () Turn any necessary administrative paperwork in to the Disaster Manager or EOC Supervisor.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

ALL HAZARDS

ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are carried out.
- () Update the state EOC on the status of:
 - () Evacuation
 - () Assistance Centers/Sheltering
 - () Agriculture activities
 - () Need for resources or assistance
 - () Emergency Alert System messages

- () If possible monitor EAS messages from the state/province EOC/EOC.
 - a. Obtain a hard copy of all EAS message(s) before they are broadcast, if possible.
 - b. Monitor and tape record if possible or acquire a tape of all EAS message(s).
 - c. Send a hard copy to the state EOC Operations Section Supervisor via FAX or email, if possible.
- () Monitor EAS messages for all disaster situations. Assist the state/province with providing accurate emergency information and keeping the Washington state EOC informed of their activities.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **GOVERNOR OR GOVERNOR'S REPRESENTATIVE**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving with the Executive Section as the EOC representative from the Governor's Office:

OVERALL DUTIES:

- Provides direction and control of all state activities in response to the effects of a disaster. (RCW 38.52 and 43.06).
- Ensure that the Emergency Public Information Officer (EPIO) is notified and that the function is operational. This position is normally filled by the Governor's Communications Director.
- Ensures that a Senior State Liaison Officer (SLO) is designated to work in neighboring states or provinces EOC's or in the case an Fixed Nuclear Facility (FNF) emergency at Washington Nuclear Plant 2 (CGS) Emergency Operations Facility (EOF) with the Nuclear Regulatory Commission (NRC) response team in the EOF.
- Serves as the Governor's representative on the Reentry and Restoration Task Force (if established).

ACTION ITEMS:

- () Report to the State EOC and the Disaster Manager. Check in with the Administration Section Supervisor in the EOC.
- () Obtain a thorough briefing from the Disaster Manager or the EOC Supervisor.
- () Ensure that the Governor's Communications Director has been notified and is working as the EPIO in concert with the Emergency Management Division's Public Information Officer (PIO).
- () Ensure that a SLO is designated to work in neighboring States' or Provinces' EOCs or at the CGS EOF.

- () Work with the Assistant Director, Emergency Management Division (EMD) and/or Disaster Manager to:
 - A. Ensure other state agencies' support.
 - B. Ensure a Proclamation of Emergency is formulated and signed.
 - C. Ensure that the Governor is apprised of the situation.
 - D. Ensure support for a Presidential Declaration if feasible.
 - E. Ensure Office of Financial Management (OFM) fiscal support to the disaster to include recovery/restoration.
- () Serve as the Governor's Representative on the Recovery and Restoration Task Force (if established).
- () Ensure your relief is designated for sustained/extended response.

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WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: AA TO EOC SUPERVISOR

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Provides administrative support to the EOC Supervisor

OVERALL DUTIES:

- Provides typing and computer operator support
- Assists in producing documents, collating, making copies and distributing.
- Maintains "LOG" for the EOC Supervisor and Assistant EOC Supervisor.
- Maintains telephone tracking when the EOC Supervisor or the Assistant EOC Supervisor are too busy to take calls.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with Administration Section Supervisor in the EOC and "sign in".
- () Maintain a "EOC log" of events.
- () Maintain a "Telephone Log" for unanswered calls.
- () Periodically ensure a supply of support items (pens, pencils, staplers, tablets, etc.) is immediately available at the Supervisor's position. Replacements are in the supply room.
- () Ensure that only erasable markers are used on maps and electronic print boards.
- () Report any facility problems with heating, air-conditioning or electronic print board to the "Facility Management Section" supervisor and any computer or communications problems to the "Telecommunications Section" supervisor.
- () Brief the oncoming relief.
- () At the termination of the activation clean and secure area (files saved, checklists in cabinet/bookcase, paper/pens/pencil/staplers returned to rollaways etc.).

A-11
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **STATE LIAISON TO U.S. DOE-RL EMERGENCY OPERATION CENTER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for serving as the on-site representative from the State of Washington at U.S. Department of Energy - Richland (US DOE-RL) Emergency Operations Center (EOC).

OVERALL DUTIES:

- Serving primarily as the "eyes and ears" for the state of Washington, gather information and relaying this information to the state EOC.
- Serving as an immediate contact for local county decision makers and/or state liaisons at the county EOCs.
- Providing support to DOE decision makers on information about state and county activities.

ACTION ITEMS:

Prior to leaving the state EOC:

- () Obtain a through briefing from the EOC Supervisor or Assistant Director.
- () Coordinate with the Operations Section to arrange for transportation, lodging, and meals, as needed.
- () Determine what portions of the flyaway kit you will need and pick up from the Duty Officer.

Arrival and subsequent activity:

- () Report to the Federal Building, 825 Jadwin Avenue, Richland.
- () Sign in at the Security desk in the main lobby.
- () Report to the Lobby Receptionist to sign in for an access badge. You must have a sponsor from DOE or one of its contractors and picture identification.
- () Notify the DOE Emergency Manager in the EOC of your arrival and if possible receive an update on the basis of the emergency and associated response activities.
- () Establish an individual log.
- () Establish contact with the state EOC and receive an update on current state activities and provide an update to them on DOE's activities.

- () Establish contact with all appropriate county EOCs (state liaisons or local directors/executives and get an update on current local activities.
- () Notify the state Assistant EOC Supervisor and the state liaisons or local directors in the affected local counties when the DOE EOC is functional/activated.
- () Report any significant DOE EOC activities, decisions, discussions or briefing items to the state EOC.
- () Periodically contact the state Assistant EOC Supervisor and IAP Section to get updates on current state activities.
- () Periodically contact each county EOC state liaison or local director to get an update on current local activities.
- () Provide periodic situation updates on state and local activities to the DOE Emergency Manager and event tracker/logger.

Prior to Departure from the U.S. DOE-RL EOC:

- () Notify the DOE Emergency Manager prior to your departure.
- () Contact the state EOC and notify the EOC Supervisor or the Emergency Management Assistant Director or the Disaster Manager of your departure.
- () Contact the affected local EOC and notify the Director or state liaison of your departure.
- () If you had the flyaway kit, ensure you retrieve it.

Upon Return to the State EOC:

- () Check in with the state EOC to notify them of your return, and brief the EOC Supervisor on your activities at the U.S. DOE-RL EOC.
- () Check in with the Administrative Section Supervisor to complete necessary travel and pay records.
- () Ensure that any logs/paper for record is made a part of the retained data for the mission.
- () Return flyaway kit to the Duty Officer and ensure used/broken items are replaced and an inventory completed.
- () Print log and provide a copy to the Assistant EOC Supervisor and Administration Section Supervisor.